Index

Access to shelves (Davies)..... 83
Accession book sample sheet (Primer).....120
Accessioning books (Primer)..... 41
Acme card pockets (Primer).....118
Adler, Cyrus, Smithsonian institution.....236
Advertising a library, means of (Primer)... 82
Advertising a library, means of (Stearns)231-232
Ahern, M. E., National Educational Association library section.....234
Aids in library work (Primer).....213-215
Aids to catalogers (Primer).....213
American history, a course in (Thwaites)...182
American Library Association—
——Assistant secretaries for 1896-1897...322
——Catalog supplement discussion..234-235
——Cleveland meeting.....218-241
—— —— final program.....175-176
—— —— preliminary notes 84-85, 137-138, 176-177
—— —— preliminary program.....46-47
—— coöperative committee for 1896-97...322
—— meeting for 1898 (Dewey).....174
—— officers 1896-97.....237
—— organization (Dana).....178-179
—— papers read at 1893 meeting.....133
—— what it is 11
Annual reports (Primer)..... 82
Appraisal of literature (Iles).....225-226
Architecture (Primer)..... 8
Armour institute library training class at Racine..... 13
Armour institute library training class..... 151, 275, 321
Art exhibit, Denver..... 48
Assistants, how many libraries have a club for (Q. 27).....192
Assistants, meetings of (Foster).....312-313
Athletics and mental culture (Ed)..... 91
Author card sample (Primer).....121
Benedict, L. E. W., Suggestions to beginners in cataloging.....266-267, 302-303
Best books of 1895 for a village library...92-93
Bibliography card sample (Primer).....122
Bibliography of Mackinaw trip (Roper)....146
—— (Thwaites).....145-146
Binders (Primer).....124
Binding (Primer)..... 44
Binding book sample sheet (Primer).....123
Binding slips samples (Primer).....124
Bishop, W. W., School libraries and public libraries.....94-95
Book card (Primer).....118
Book cards, tray for (Primer).....117
Book label, best place for (Q. 10).....65-192
Book-mark (Moore).....215
Book plates (Q. 2)..... 25
Book reviews, what periodical has the best for a small public library (Q. 20).....146
Bookseller, his relation to the librarian (Burtch).....235
Books helpful to those starting a library... 20
Books, mission and missionaries of (Larned) 13
Book supports (Primer)..... 127
Borrower's card, penalty for loss of (Q. 26).192
Boston Athenæum, visit to..... 56
Boston Book Co., visit to..... 56
Boston public library, visit to..... 56
Brett, W. H., frontispiece.....224
—— sketch of.....211
Buffalo library children's room 98
Buhre, M. E., Charging system.....133
Buildings (Primer).....8-9
Bulletins, library (Ed.).....309
—— (Primer)..... 79
Burtch, Almon, Relation of the bookseller to the librarian.....235
Buying books for small library, helps to.... 55
Buying books (Hewins).....233
—— (Primer).....40-41
California library asssociation—
—— Alameda meeting.....47-48
—— annual meeting.....314-315
—— San Francisco meeting..... 15
—— Stockton meeting 314
Call numbers, simplicity in (James).....189
Capitalization of official titles (Q. 16).....101
Card catalog (Primer).....42-43
Card pocket (Primer).....118
Catalog cards, average number per volume (Q. 33).....276
Catalog cards, printed 57
Catalog cards, samples (Primer).....121-122
Catalog case designs (Primer).....128-129
Catalog, printed (Primer)..... 79
Cataloging, cost of a thousand volumes (Q. 36).....322
Cataloging, pitfalls in (The Library).....102
Cataloging (Primer).....42-43
Cataloging, suggestions to beginners in (Benedict) 266-267, 302-303
Cataloging, teaching by correspondence—
Can it be done? (Q. 31).....276
Chair design (Primer).....127
Chandler, E. M., "Do's".....232-233
Charging system (Buhre) 132-133
Charging system, disadvantages of the ledger system (Q. 7)..... 65
Charging system, for a small library (Q. 3). 25
Charging system (Primer).....79-80
Charging systems and preparing books for issue (Hill) 236
Checking the library (Primer)..... 45
Chicago, division of subjects among the libraries 310-323
Chicago library club, officers..... 15
—— October meeting... 272
Children's books (Hewins).....190-191
Children's reading (Ed.).....135
Children's reading (Parsons) 313
—— room, demand for.....101-102
—— rooms, list of..... 54
—— room at Boston.....196

Children's reading room at Buffalo..... 98
—— at Detroit..... 99
—— at San Francisco (Clarke) 310–311
Chivers, C., New book list.....309
Claim for injuring book allowed by courts in Detroit..... 64
Clark, G: F., The child in the public library 310–311
Clarke, H. C., New library building for Princeton university.....300–301
Classification for library of three thousand volumes (Q. 23).....146
Classifying (Primer).....41–42
Cleveland, historical data (Thwaites)...140–141
Cleveland public library, full-page cut.....136
—— South side branch, full-page cut 139
Colon and semi-colon, why used (Q. 9)..... 65
Colorado, a new library movement in (Dana) 304–305
Colorado library association.....315
Colorado State normal school, Greeley, Colo., training class.....321
Colored cards, reason for use (Q. 22).....146
Columbia (S. C.) library association.....87–88
Connecticut library association -
—— Bridgeport meeting.....272, 315–316
—— New Haven meeting.....86–87
Controversies in library boards (Ed.)..... 53
Coöperation between teachers and librarians (Countryman).....307
Coöperation committee American library association.....322
Cost entries in accession book, what is meant by? (Q. 32).....276
Cost of cataloging one thousand volumes (Q. 36).....322
Countryman, G., Coöperation between teachers and librarians.....304
Crandall, F. A., Public documents.....222–224
Critical periodicals..... 55
Criticism card sample (Primer).....122
Crunden, F. M., Functions of library trustees and their relation to librarians...228–230
Cumulative index to periodicals (Ed.)..216–217
Cumulative index to periodicals.....148–149
Cumulative index to periodicals, suggestions on (Tandy).....149
Cutler, M. S., Criticisms on Primer.....132
Cutter, C. A., Exhibition of pictures. 227
Cutter, C. A., Library furniture, fixtures and appliances.....233
Cutting book leaves..... 10
Damages allowed by court in Detroit..... 64
Dana, J. C., American library association organization..... 178–179
Dana, J. C., A new library movement in Colorado.....304–305
Dana, J. C., Hear the other side.....219
Dana, J. C., Index to good fiction..... 66
Dana, J. C., Primer criticisms.....131–132
Davies, J. F., Comments on Primer..... 83
Davies, J. F., Library editions of fiction..264–265
Decimal classification, aim of (Q. 12).....101
Decimal classification and dictionary cataloging (Q. 5)..... 25
Decimal classification, difference between full and abridged (Q. 28).....192
Decimal classification, sample page (Primer) 118
Denver public library art exhibit..... 48
Desk design (Primer).....130
Detroit historical data (Thwaites).....141–142
Detroit public library allowed damages.... 64
Detroit public library children's reading room..... 99
Dewey, Melvil, A. L. A. meeting for 1898...174
Dewey, Melvil, Libraries as educational forces.....268–269
Dewey, Melvil, Library department of N. E. A.....183–185
Directors, see trustees.
"Do's," (Chandler).....232–233
Drexel institute library training class..... 151–152, 275–276, 321
Dudley, C. R., Library editions of popular fiction.....232
Duties of library trustees..... 58
Eastman, L. A., Mackinaw and other places..243
English books, Chiver's new book list.....309
Entertainments at the library..... 82
European trip.....234
European trip committee.....265
Exhibition of pictures and engravings (Cutler).....227
—— (Green) 227–228
Fiction index (Dana)..... 66
Fiction, library editions of (Davies)....264–265
—— (Dudley) 232
Fiction list circular..... 50
Fiction, the line of exclusion in (Learned).86–87
Finney, B. A., Comments on Primer..... 83
Fixtures (Primer).....8–9
Floor plan for small library (Primer).....125
Foster, W. E., Staff meetings.....312–313
Galatea library..... 97
Garfield, J. R., A village library successfully managed.....246
Garland, C. H., Librarian's annual report..234
Garland, C. H., A photographic exhibition..187
Gibson, Irene, Comments on Primer...173–174
Gifts to libraries in 1895.....226
Glossary of library terms (Primer).....167–172
Government documents (Hasse).....263–264
Green, Bernard, National library building 221–222
Green, S. S., Exhibitions of pictures...227–228
—— Reference books and reference work.234
Guarantors, issuing borrowers' cards with no guarantors (Q. 37).....322
Guarantors (Primer)..... 80
Guard against mutilations, a.....186
Halifax libraries (MacMechan).....306–307
Hasse, A. R., Public documents (Primer) 263–264
Hayes, R. P., Sketch of.....242
Hazeltine, M. E., Magazine day..... 51
Hear the other side (Dana).....219
Helpful books for those starting a library.. 20
Helping the children to read 101–102
Helps for those buying books..... 54
Helps in selecting books (Primer).....214–215
Henderson, M. R., The librarian as a host 187–189

Hepner, Adolph, An American libraries' clearing house....185–186
Hewins, C. M., Book buying....233
—— Children's books....190–191
Hill, F. P., Length of term of library trustees....307
Hill, F. P., Preparing books for issue and charging systems....236
Home library, what it is (Q. 30)....276
Hosmer, J. K., Trustees....230
Iles, George, Appraisal of literature....225–226
Illinois State library association, organization of.... 12
—— Chicago meeting....316
Index to fiction (Dana).... 66
Indiana State library association—
—— Library institute....316
Indicator.... 65
Indicators—what are they? (Q. 11).... 65
Iowa State library association—
—— Annual meeting....316–317
Iowa traveling library law....100
Is librarianship a learned profession? (Josephson)....195–196
Issue, preparing books for, and charging system (Hill)....236
James, H. P., Reading room and periodicals 233–234
—— Simplicity in call numbers....189
Jones, G. M., A book to read....148
—— Comments on primer....174
Josephson, A. G. S., Is librarianship a learned profession?....195–196
Kroeger, A. B., Glossary of library terms (Primer)....167–172, 211–213
Labels (Primer).... 43
Lake Huron historical data (Thwaites) 142–143
Lake St. Claire historical data (Thwaites)..142
Lancefield, R. T., Criticisms on primer....132
Larned, J. N., Mission and missionaries of books.... 13
—— Prospect and retrospect in the closing years of the century....219–221
Learned, Walter, The line of exclusion in fiction....86–87
Ledger charging system, disadvantages of (Q. 7).... 65
Librarian (Primer)....7–8
Librarian as a host (Henderson)....187–189
Librarian, his relations to the bookseller (Burtch)....235
Librarians and publishers....180
Librarian's novel, the (Jones)....148
Librarianship (Josephson)....195–196
Libraries as an educational force (Dewey) 268–269
Libraries clearing house (Hepner)....186–187
Libraries, ready made.... 54
Library and the school children (Parsons)..313
Library, a village library successfully managed (Garfield)....246
Library arrangement (Primer)....125
Library assistants (Ed.)....270–271
Library associations (Ed.).... 53
Library associations, their need and benefit (Merrill).... 15
Library boards (Ed.).... 53
Library boards (Hill)....307
Library board, size (Primer).... 58
Library board, term of office (Primer).... 58
Library bureau, its relation to the librarian (Meleney).... 18
Library commission, Ohio.... 60
Library commissions (Ed.).... 52
Library commission, what is it? (Q. 34)....322
Library furniture, fixtures, and appliances (Cutter)....233
Library law (Primer).... 5
Library Primer.... 4
Library schools, data concerning the...150–152
Library science, summer schools in....104
—— schools of.... 60
—— (Q. 4).... 25
Library terms (Primer)....167–172
Library tools (Primer)....211–213, 213–215
Library trustees and their relation to the librarian (Crunden)....228–230
Library trustees, duties of.... 58
—— length of term of (Hill)....307
—— qualifications of.... 58
—— relations with librarian.... 59
Lincoln, Neb., invites A. L. A. for 1898....177
List for local newspaper (Primer)....122
Lists (Primer).... 79
Literature, appraisal of (Iles)....225–226
Literature in schools (Shinn).... 93
Local history.... 59
Local history (Primer).... 10
Local history in public libraries (Thwaites) 59
Lowell, J. R., A course of reading.... 95
Mackinaw and other places (Eastman)....243
Mackinaw historical data (Thwaites)...143–145
MacMechan, A., Halifax libraries....306–307
Macky, B. R., In memoriam....274
Magazine binder....124
Magazine day (Hazeltine).... 51
Magazine record card (Primer)....117
Magazine records (Primer).... 40
Magazines, list of for a small library (Primer) 116–117
Magazines (Primer).... 39
Maine library association.... 12
Maine law on state aid to libraries.... 97
Maps, varnish for.... 19
Marking books (Primer).... 43
Massachusetts library club—
—— Annual meeting....272–273
—— Bridgeport meeting....48–49
Meleney, G. B., Relation of Library Bureau to libraries....18–19
Mending paper, what is the best? (Q. 21)...146
Merrill, W. S., Library associations, their need and benefit.... 15
Miller, Marie, Schools and libraries.... 89
Mission and missionaries of books (Larned) 13
Mission of public libraries (Primer).... 5
Moore, E. L., A book mark....215
Mucilage, objection to (Q. 25)....192
Museums and libraries (Primer).... 82
National educational association circular 14–15
National education association (Dewey) 183–185
National educational association, library section (Ahern)....234

National educational association, library section (Ed.).....134
National educational association, library section.....147–148
National library building (Green).....221–222
New Hampshire state library association—
—— Hanover meeting.....317
New Jersey library association—
—— Princeton meeting..... 88
—— annual meeting.....317
Newspaper list sample (Primer).....122
Newspaper rack (Primer).....127
New York city, libraries in.....303
New York (city) public library.....303–304
New York library club—
—— November meeting.....317–318
New York state library association—
—— list of best books.....92–93
—— Syracuse meeting..... 87
New York state library school.....275, 321
—— description of.....150–151
—— summer session..... 26
Northwest, the..... 84
Ohio library commission..... 60
Olney, C. F., visit to his art gallery.....237
Ordering books (Primer)..... 40
Order slip (Primer).....117–118–119
Orr, Charles, Account of Rowfant club.177–178
Paging on catalog card, use (Q. 24).....192
Paid secretary for A. L. A. (Ed.)...217–308–309
Pamphlets (Primer)..... 45
Parsons, J., The library and the school.....313
Peattie, E. W., A traveling library in Nebraska.....269
Pennsylvania library club—
—— November meeting.....318–319
—— Pittsburg meeting.....49–50
Pennsylvania library club of Western Pennsylvania, November meeting.....319
—— organized.....273–274
Periodicals and reading rooms (James).233–234
Periodicals, selecting (Primer).....39–40
Person and place, names how arranged (Q. 14)101
Photographic exhibition, a (Garland).....187
Picture exhibitions.....227–228
Pitfalls in cataloging (The Library).....102
Plummer, M. W., Address to incoming class in library science, Pratt institute, 1896–97 305–306
—— library tools.....213–215
Poole memorial.....192
Pratt institute library training class, address to (Plummer).....304–305
—— 152, 276, 321–322
——in Boston.....56–57
Pratt institute new library building (Critic).102
Preparation of books for the shelves (Primer).....43–44
Princeton university, new library building for (Clarke).....300–301
Printed catalog (Primer)..... 79
Printed catalog card..... 57
Prospect and retrospect in the closing years of the century (Larned).....219–221
Proportion of books in different classes (Primer)..... 10
Prospectus.....3–4
Public documents (Crandall).....222–224
—— (Hasse).....263–264
Public libraries and school libraries (Bishop) 94–95
Public library as a factor (Ed.)..... 52
Public library, mission of (Primer)..... 5
Publishers and libraries (Ed.).....180
Qualifications of a librarian (Primer)..... 7
Qualifications of a library trustee (Primer). 58
Reading course (Lowell)..... 95
Reading Rondure.....181–182
Reading room (Primer).....39–40
Reading room and periodicals (James).233–234
Recataloging and reclassifying a public library without stopping circulation (Wire) 299–300
Reception by Rowfant club.....226–227
Reference books, list of (Primer).....115–116
Reference work and reference books (Green).....234
Relation between libraries and schools (Ed.).....53–54
Relations of trustees to the librarian (Soule) 58
Relation of trustees to the librarian (West) 14
Repair (Primer)..... 45
Report, librarian's annual (Garland).....234
Request blank (Primer).....130
Rooms (Primer).....8–9
Roper, Eleanor, selected bibliography of the Mackinaw trip..... 146
Rowfant club.....177–178
Rowfant club's reception to American Library Association.....226–227
Rudolph indexer (Primer).....129
School libraries and public libraries (Bishop) 94–95
School library..... 54
Schools and libraries (Ed.)..... 52–53
—— (Miller)..... 89
—— (Primer)..... 81
School section of the A. L. A. (Ed.)..... 53
Scribner's library..... 54
Secretary of A. L. A. (Ed.).....217–308–309
Selecting books, helps in (Primer).....214–215
Selecting books (Primer).....9–10
Series, how to classify (Q. 29).....276
Shelf-list (Primer)..... 42
Shelf-list card (Primer).....119
Shelf-list sheet (Primer).....119
Shelf-list title, should it be that on title page or the binder's title? (Q. 15).....101
Shelf-list, what its practical value (Q. 8).... 65
Shelving (Primer).....8–9
Shelving designs (Primer).....126
Shinn, M. W., Literature in schools..... 93
Simplicity in call numbers (James).....189
Size of school board..... 58
Smithsonian institution (Adler).....236
Soule, C. C., Comments on Primer.....58–59
Staff meetings (Foster).....312
Stamping dater (Gibson).....173
State library commission, What is it? (Q. 34).322
Stearns, L. E., Advertising a library...231–232
Stevenson, W. M., Comments on Primer...173
Stout, J. H., Traveling libraries of..... 21
Subject card sample (Primer).....121

Suggestions to beginners in cataloging (Benedict) 266–267, 302–303
Summer schools of library science..... 66, 194
Sunday school library, catalog for (Q. 6).... 65
Tandy, F. D., Suggestions on cumulative index 149
Teachers and schools, duties of the librarian toward (Ed.)..... 271
Teachers and the library (Primer)..... 81
Teachers' cards (Primer)..... 81
Term of office of library trustees 58
Thomson, John, Traveling libraries..... 227
Thwaites, R. G., Cleveland to Mackinaw. 140–145
—— Course in American history..... 182
—— Local history in public libraries..... 59
—— Selected bibliography of the Mackinaw trip..... 145–146
Time numbers (Q. 1)..... 25
Title card sample (Primer)..... 121
Traveling libraries (Thomson)..... 227
Traveling library law of Iowa..... 100
Trustees, duties of (Primer)..... 6-7
—— (Soule) 58–59
Trustee, relation of to the librarian (West) 14
Trustees' section of A. L. A..... 228–231
Trustees, their function and relation to libraries (Crunden)..... 228–230
Two-book system, what is meant by (Q. 13)..101
Varnish for maps..... 19
Visiting libraries (Wire)..... 215
"Weeding out," what is the standard in the process (Q. 18)..... 146
West, Theresa, Relation of the trustee to the librarian..... 14
Western association of writers (Ed.)..... 91
When are books ready for library use? (Primer)..... 44
Wire, Dr G. E., Library models..... 215
—— Reclassifying and recataloging a public library without stopping circulation 299–300
Wisconsin library association—
District meeting at Ashland..... 319–320
—— officers of..... 14
—— Racine meeting..... 12–14
Withdrawal register (Primer)..... 45
Women in the past, library concerning the 97
World's fair papers on library economy.... 133
Young people and the schools (Primer)..... 83
"Y" work mark in A. L. A. catalog (Q. 35)..322

INDEX TO ADVERTISERS

Edward G. Allen..... 333
American library association publishing section 107, 158
D. Appleton & Co..... 203, 255, 292
Baker, Taylor & Co..... 333
Barrett's bindery.....
31, 72, 108, 160, 202, 252, 284, 333
Bookman..... 105
Boston Bookbinding Co..... 254, 286, 336
Boston Book Co...2, 38, 78, 114, 166, 210, 266, 298
Century Company 287
Cleveland public library..... 340
Henry T. Coates & Co 337
Hammond Typewriter Co.....
36, 76, 112, 164, 208, 260, 296, 344
Otto Harrassowitz..... 339
D. C. Heath & Co..... 32
Chas. M. Higgins & Co..... 253, 285, 335
Houghton, Mifflin & Co....72, 201, 251, 283, 331
Kindergarten Literature Co..... 35, 75, 111
Geo. F. King & Merrill..... 204, 256, 292, 338
Lee & Shepard 31
Lemcke & Buechner.....
28, 68, 104, 159, 200, 250, 282, 330
Library Bureau..... 29,
70–71, 204, 207, 256, 259, 288, 291, 295, 332, 343
A. C. McClurg & Co.....
27, 67, 103, 157, 199, 249, 280, 329
Merriam & Co..... 32
Montgomery Ward & Co..... 253, 285, 335
A. J. Mouat..... 334
Ye Olde Booke Mart..... 339
Chas. Scribner's Sons.....
30, 69, 105, 160, 202, 252, 284, 338
John Schonenberger..... 32, 108
Soule Photograph Co..... 340
Gustav E. Stechert.....
34, 74, 110, 162, 206, 258, 294, 342
D. Van Nostrand & Co..... 334
H. B. & W. T. Westervelt .....
33, 73, 109, 161, 205, 257, 293, 341
Winslow Bros. & Co..... 106, 163